



Town of Arlington Select Board

Meeting Agenda

October 13, 2022

7:15 PM

Select Board Chambers for Select Board and Staff. Members of the Public may access the meeting by Zoom and ACMi.

1. Executive Order on Remote Participation
2. Introduction of Anna Litten - Library Director
Sandy Pooler, Town Manager

CONSENT AGENDA

3. Minutes of Meeting: September 28, 2022
4. Reappointments: Zoning Board of Appeals (terms to expire 10/30/2025)
Christian Klein
Patrick Hanlon
5. For Approval: Arlington Open Studios Lawn Signs through November 12, 2022
Tom Formicola, ACA Executive Director
Aneise Ruggles, ACA Communications Director
6. Request: Special (One Day) Beer & Wine License, 10/15/22 @ Whittemore Robbins House
for a Private Event
White Mountain Ski Runners
7. Request: Special (One Day) Beer & Wine License, 10/22/22 @ Robbins Library Reading
Room for a Private Event
Rhiana M. Ash
8. Request: Special (One Day) Beer & Wine License, 11/11/22 @ Robbins Memorial Town Hall
for a Private Event
Dhruba Ghimere

APPOINTMENTS

9. ACAC Grants Committee (formerly Arlington Cultural Council)
Kristin Bedard
(Term to Expire 10/30/2025)

10. Arlington Affordable Housing Trust Fund
Vicmarie Santiago
Jack Nagle
(Terms to Expire 10/31/2023)
11. Board of Registrars
Rebecca Bettyon
(Term to Expire 3/31/2025)
12. CDBG Subcommittee
Judith Guillou
(Term to Expire 10/30/2025)

OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

13. Update: Town Manager Search Process
Lenard T. Diggins, Chair
14. Update & Discussion: Potential Overnight Parking Pilot
Lenard Diggins, Chair
15. Goals [sic] Tending with an Emphasis on Public Communications, Customer Service & Resident Engagement
Lenard Diggins, Select Board Chair

CORRESPONDENCE RECEIVED

16. Request for Stop Sign on Dudley Street at Brattle Street
Mark Weisz
17. Memo Regarding Public Safety Overtime Budgets
Sandy Pooler, Town Manager
18. Memo Regarding Status of Chestnut Street
Sandy Pooler, Town Manager

OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

NEW BUSINESS

19. Land Acknowledgment

Next Scheduled Meeting of Select Board October 24, 2022

You are invited to a Zoom webinar.

When: Oct 13, 2022 07:15 PM Eastern Time (US and Canada)
Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_KaFnX1K_R_iTPmfyEH_ggg

After registering, you will receive a confirmation email containing information about joining the webinar.

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above. Documents regarding agenda items will be made available via Novus Agenda and the Town's Website.



Town of Arlington, Massachusetts

Executive Order on Remote Participation

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	UPDATE_Open_Meeting_Law_and_Remote_Participation_for_Boards_and_Commissions.pdf	Executive Order on Remote Participation



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Sandy Pooler, Town Manager;

From: Douglas W. Heim, Town Counsel

Date: July 12, 2022

Re: UPDATE – Open Meeting Law Requirements & Remote Participation

Arlington boards, committees, and commissions, please accept this memorandum as an update with respect to your obligations and options under the Open Meeting Law for holding public meetings and hearings in light of the upcoming July 15, 2022 expiration of Chapter 22 of the Acts of 2022, which extended the terms of COVID-19 Executive Orders relative to the Open Meeting Law and allowed more flexibility for holding remote meetings and remote public access to meetings.

In short, as with previous legislative extension suspensions of certain Open Meeting Law requirements, there are several bills in the State Legislature which could further extend these flexible remote hearing options until well into next year.¹ Hence, it is very likely, but not certain that such measures will be in place before (or shortly after) the expiration of Chapter 22 of the Acts of 2022 and you may proceed as you have for the past two years. If however a bill does not pass, meetings will need to be held in a physical location accessible to the public with a quorum of members in attendance in person.

¹ The primary distinction between these measures appears to be whether to extend remote meeting measures implemented during the pandemic or to make such changes permanent amendments to the Open Meeting Law.

If One of the Bills Passes

If one the bills is successful, you will be able to continue to conduct meetings entirely remotely, but will have the options to conduct them entirely in-person, or in a “hybrid” manner where the public body meets in person, but the public is provided remote access (as allowed by Town and School policy respectively, and sufficiently resourced to meet requirements for remote meetings).

As you may recall, remotely conducted meetings under these relaxed rules must still provide “[a]dequate, alternative means” for public access which may include providing public access through telephone, internet, satellite enabled audio or video conferencing, or any other technology that enables the public to clearly follow the proceedings of the public body in real time (for most committees and commissions, the Zoom platform or similar technology). Remote participation also requires:

1. The Chair announce the name of the member or members who are participating remotely at the start of each meeting (and that the remotely participating members be reflected in the minutes);
2. That all votes be taken by roll call;
3. That members of the public body must be clearly audible to each other and to members of the public at all times and
4. That public bodies in remote executive sessions identify and approve any other persons present for executive session.

*Please also note that the Division of Open Government does not allow pre-registration as a *requirement* for following the observing or participating in meetings.²

If a hybrid meeting is held where only members or members and persons with business before the meeting are physically present, it is recommended that the foregoing requirements be applied to aid the public and other participants’ ability to follow the proceedings.

Without Passage of a Bill

Without passage of a bill, all committees and commissions will be required to conduct meetings in an accessible physical location, and remote participation *for members of a public body* will be limited to pre-pandemic terms (i.e. in addition to the aforementioned requirements

² Arlington Board and Commissions have consistently allowed members of the public access to Zoom meetings by telephone (including soliciting written and oral testimony), without registration. However, caution and care is still merited to ensure equitable means to both follow along and participate without registration. Contact the Legal Department if you have questions or concerns.

for remote participation, the Chair and a quorum of the body must be present together in a physical location). The Open Meeting Law does not require public participation, but meetings may neither be closed to the public nor may public access be limited to audiovisual broadcasts of the proceedings. Boards and commissions may of course record and broadcast their in-person meetings while also providing in-person public access (though the chair should note when meetings are being recorded). It is also possible for forms of remote public participation to be provided at the discretion of your public body chairs. The Town is presently working with recommendations from the Remote Participation Study Committee to further its capacity for same.

Postings & Notices

In the meantime, all public bodies are encouraged to post and notice meetings and hearings with *both* physical locations and remote access provisions. In the event a change of “location” is warranted to either entirely in-person or entirely remote meetings, you will be afforded the ability to update your meeting notices on the Town calendar and by other means.



Town of Arlington, Massachusetts

Introduction of Anna Litten - Library Director

Summary:

Sandy Pooler, Town Manager



Town of Arlington, Massachusetts

Minutes of Meeting: September 28, 2022

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	9.28.2022_draft_minutes.pdf	Draft Minutes 9.28.2022



Select Board Meeting Minutes

Date: Wednesday, September 28, 2022

Time: 7:15PM

Location: Select Board Chambers for Select Board and Staff. Members of the Public may access the meeting by Zoom and ACMI.

Present: Mr. Diggins, Chair, Mrs. Mahon, Vice Chair, Mr. Hurd, Mr. DeCoursey, Mr. Helmuth

Also Present: Mr. Pooler, Mr. Heim, Ms. Maher

1. Executive Order on Remote Participation

Mr. Diggins opened the meeting by stating the Commonwealth passed on February 15, 2022, an act relative to extending certain COVID-19 measures adopted during the state of emergency, which among other things, allows public meetings to be conducted remotely until July of 2022. Tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. As such, all business will be conducted by roll call vote. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Finally, both zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

2. Introduction of Claire Ricker - Director of Planning and Community Development Sandy Pooler, Town Manager

Mr. Pooler gave a brief introduction stating that we are lucky to have a new talented and experienced Director of Planning and Community Development. Ms. Ricker appeared before the Board and stated that she has been on the job for a week and a half, and it has been extremely busy. Ms. Ricker stated that she has an extraordinarily talented staff and have been really wonderful to work with. Ms. Ricker stated that she is excited to bring her experience and skills here to help the community meet their planning and development goals and aspirations. Ms. Ricker is coming to Arlington from the City of Lowell where she was the last two and a half years as the real estate director for a community development corporation.

The Board thanked Ms. Ricker for coming to meet the Board and thanked her for choosing Arlington. The Board is excited to have such a talented and smart Director and look forward to working with her in the future and all the work she has planned for the Town of Arlington. The Board noted for the public that there is a meet and greet on Thursday, September 29th at 5:00p.m. in the Lyons Hearing Room for anyone that would like to attend.

3. End of Year Budget Report

Sandy Pooler, Town Manager

Ida Cody, Comptroller

Ms. Cody appeared before the Board to detail the end of year budget report for fiscal year 2022, which ended June 30, 2022. Ms. Cody explained that the report is structured into three parts. First is narrative, where they explain the variances between the estimated and actual expenses. The second, is a summary of the total expenditures and the expense rate of the revenue collection by department. The final part is the Munis report which is a direct printout with more detail. Ms. Cody detailed each part of the budget by line explaining the discrepancies if any. After some questions from the Board, they thanked Ms. Cody for the report. Mrs. Mahon asked if the Municipal Building Trust Fund could be added to the end of the year report. Mr. Pooler stated that this could be particularly helpful to be added to the end of the year report and noted that next end of year report it will be there.

Mr. Helmuth moved to receive.

A roll call vote was taken on the motion by Mr. Heim.

Mr. Hurd: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

CONSENT AGENDA

4. Minutes of Meetings: August 3, 2022 (Goal Setting); August 22, 2022; September 12, 2022
5. Vote: Authorizing Police Detail for November 8, 2022
Juli Brazile, Town Clerk
6. Vote: Receive Study of The Office of The Town Clerk
Juli Brazile, Town Clerk
7. Request: Permit for Veterans' Day Parade, Friday, November 11th
Jeffrey A. Chunglo, Director of Veterans Services

8. Reappointment (Term to Expire 06/30/2025)
LGBTQIA+ Rainbow Commission
Andy Robinson

Mrs. Mahon moved to approve.

A roll call vote was taken on the motion by Mr. Heim.

Mr. Hurd: yes
Mr. Diggins: yes
Mr. Helmuth: yes
Mrs. Mahon: yes
Mr. DeCoursey: yes

SO VOTED (5-0)

APPOINTMENTS

9. LGBTQIA+ Rainbow Commission (Term to Expire 06/30/2025)
Paloma Cotton-Herman

Ms. Cotton-Herman appeared before the Board and stated that she has lived in Arlington for almost a year now and was looking for ways to give back to the community. Ms. Cotton-Herman stated that she has always wanted to put down roots and invest in her community and was very excited about the possibility. Ms. Cotton-Herman explained that given her background in DEI as well as an educator and a member of the LGBTQIA+ Community she felt it was a wonderful way to serve the community and get to know people.

The Board thanked Ms. Cotton-Herman for her willingness to serve and look forward to working with her in the future.

Mr. Helmuth moved to approve.

A roll call vote was taken on the motion by Mr. Heim.

Mr. Hurd: yes
Mr. Diggins: yes
Mr. Helmuth: yes
Mrs. Mahon: yes
Mr. DeCoursey: yes

SO VOTED (5-0)

OPEN FORUM

Paul Schlichtman, Mystic Street appeared before the Board and stated his concerns regarding the crosswalk on Chestnut Street and asked the Board to make this a priority.

Elizabeth Dray, Jason Street appeared before the Board and questioned the overtime budget of a few departments and what they would be doing to reconcile that for the upcoming fiscal year.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

10. Discussion: Filling a Vacancy on Board of Registrars

Juli Brazile: Town Clerk

Mrs. Brazile stated that she spoke with the chair of the Republican Town Committee, and they do have a name that they are going to move forward with for the Board to make an appointment at their next meeting.

CORRESPONDENCE RECEIVED

11. Arlington Community Electricity Contract Updates

Sandy Pooler, Town Manager

12. Comments Re: Intersection @ Park Ave and Route 2's Frontage Roads

Petru Sofio, Elmore Street

Mr. Hurd moved receipt of 11 and refer 12 to TAC.

A roll call vote was taken on the motion by Mr. Heim.

Mr. Hurd: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

NEW BUSINESS

Mr. DeCoursey noted that the Long-Range Planning Committee will be having a meeting on Friday where they will be presenting new revenue estimates.

Mrs. Mahon noted that the Town is running out of time to act upon the funding for the Save the Alewife Brook and is hoping to move forward with that request. Mrs. Mahon also noted that if the Town were to receive federal funding that we would help the residents and businesses that are in need during the winter months.

Mr. Hurd stated that Town Day was very successful and thanked all of the people that were on the committee to help Town Day happen.

Mr. Helmuth also acknowledged that Town Day was very successful and had a great time. Mr. Helmuth also requested that through the chair if it would be appropriate to have the Manager give an update on all major transportation projects in the Town.

Mr. Diggins wanted to thank everyone that was involved with Town Day and making it a great day for everyone! Mr. Diggins noted that Town Day next year will be September 23, 2023.

Mrs. Mahon moved to adjourn at 8:45p.m.

A roll call vote was taken on the motion by Mr. Heim.

Mr. Hurd: yes

Mr. Diggins: yes

Mr. Helmuth: yes

Mrs. Mahon: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

Next Scheduled Meeting of Select Board Thursday, October 13, 2022

A true record attest

Ashley Maher
Office Manager

9/28/2022

Agenda Item	Documents Used
1	Executive Order on Remote Participation
2	Land Acknowledgment
3	Hunger Action Day Proclamation
4	Monarch Pavement Reference
5	Special (One Day) Application
6	Special (One Day) Application
7	2/3 Abutter Approval Abutter Hearing Notice Betterment Order
8	
9	Tree Warden Reference Request for Tree Removal Tree Removal Reference Letters of Objection Letters of Objection 2 Letters of Objection 3
10	Updated Goals FY22-23
11	Oct – Dec Calendar
12	K. Mattsson CR
13	P. Worden CR



Town of Arlington, Massachusetts

Reappointments: Zoning Board of Appeals (terms to expire 10/30/2025)

Summary:

Christian Klein
Patrick Hanlon

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ZBA_Reappointments.pdf	Reference

On September 27, 2022 8:23:43 AM "Lauren Costa" <LCosta@town.arlington.ma.us> wrote:

Hi Christian,

We will have both you and Patrick on the October 13th meeting for your reappointments.

Thanks,
Lauren

Lauren Costa
Office of the Select Board
Town of Arlington, MA
781-316-3023

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: "Christian Klein" <CKlein@town.arlington.ma.us>

To: "Lauren Costa" <LCosta@town.arlington.ma.us>

Cc: LDiggins@town.arlington.ma.us, "Patrick Hanlon"
<phanlon@town.arlington.ma.us>

Date: Mon, 26 Sep 2022 16:49:53 -0400

Subject: [SBadm] ZBA - Reappointments

There are two members of the Zoning Board of Appeals whose terms are ending next month. Both Christian Klein and Patrick Hanlon would like to be reappointed to the Board.

Please let me know if we need to submit anything in support of this request.

Christian Klein
Chair, Arlington ZBA
cklein@town.arlington.ma.us



Town of Arlington, Massachusetts

For Approval: Arlington Open Studios Lawn Signs through November 12, 2022

Summary:

Tom Formicola, ACA Executive Director

Aneleise Ruggles, ACA Communications Director

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ACAC_Lawn_Signage_Proposal.pdf	Lawn Sign Reference

Appeal to Arlington Select Board
by the Arlington Center for the Arts
Lawn Signage Request



WHAT: The Arlington Center for the Arts is requesting permission from the Arlington Select Board to display **43** coroplast 18"x24" signs at proposed locations around the town of Arlington.

WHEN: Oct 31 - Nov 12, 2022

WHERE: We are proposing signs be displayed at the following locations--



Above: Proposed Sign Rendering (Double-Sided)

- 12 @ Mass Ave between Pleasant St and Academy St (East and Westbound)
- 4 @ Pleasant St between Mass Ave and Maple St
- 4 @ Academy St and Maple St around Central School Building/Town Hall
- 1 @ Uncle Sam Plaza
- 2 @ Median by Robbins Library crosswalk
- 2 @ Fire Station/Memorial
- 1 @ Entering Arlington sign on Cambridge border
- 3 @ Median Mass Ave/Medford St
- 1 @ Swan Place/Mass Ave
- 1 @ Lake St near Rt 2 entrance
- 1 @ Lake St near Bike Path Intersection
- 6 Along Bike Path
- 1 @ Entrance to Menotomy Rocks Park
- 1 @ Medford St Rotary by Parallel Park
- 1 @ Robbins Farm Water Tower
- 1 @ Mass Ave/Lake St in front of Lotus Yoga Studio/Arlington Bakery
- 1 @ Lowell St Entrance to Arlington Reservoir

Contact Info: Tom Formicola, ACA Executive Director P: 781-648-6220 E: tom@acarts.org



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/15/22 @ Whittemore Robbins House for a Private Event

Summary:

White Mountain Ski Runners

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	White_Mountain_One_Day_Application.pdf	Reference

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Claire vonLoesecke for White Mountain Ski Runners

Address, phone & e-mail contact information:

29 Tuck Hall, Hanover, Ma. 781-424-8441 cvonloesecke@gmail.com

Name & address of Organization for which license is sought:

same

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

same

Address, phone & e-mail contact information:

Same address, phone, email contact

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ No ☐ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one time reception and annual meeting

24-Hour contact number for Responsible Manager of Alcohol Event date:

781-424- 8441

Title of Event: Annual Meeting & Dinner

Date/time of Event: Saturday, October 15, 2022 4:30 – 10:00 pm

Location of Event: Whittemore Robbins House, 670R Mass. Ave., Arlington, Ma. 02476

Location/Event Coordinator: Vicki Rose/

Method(s) of invitation/publicity for Event: Member invitation

Number of people expected to attend: 40 people

Expected admission/ticket prices: \$40

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$10 per alcohol drink/ free for non-alcohol drinks

Will persons under age 21 be on premises? NO

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event? _____

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Officer Corey J. Rabeau Date 10-6-2022
OFFICER COREY J. RABEAU
Printed name/title

POLICE COMMENTS:

Alcohol must be purchased exclusively for this event. NO transfer/transport of alcohol to or from the premises of Menton/ grill

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

Beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Light supper and appetizers/ dessert/seltzers/waters

Who will be responsible for serving alcoholic beverages at the Event?

Menotomoy Grill bartending staff

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS Certification

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc)

Horizon Beverage Company

Date of Delivery: Saturday, October 15, 2022

Alcohol Serving Time (s): 4:30 – 9:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

The ski club members will divide alcohol among them.

Date of Pick-Up: October 15, 2022

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attached

**Please submit this completed form and filing fee to the Select Board
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Claire vonLoesecke

Printed title & Organization name: White Mountain Ski Runners Club

Email: cvonloesecke@gmail.com



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

20 September 2022

**SECURITY PLAN FOR WHITE MOUNTAIN SKI RUNNERS CLUB ANNUAL
DINNER**

The White Mountain Ski Runners Club is planning an annual dinner and meeting to be held on Saturday, October 15, 4:30 pm – 10:00 pm at the Whittemore Robbins House. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Advance tickets will be sold for the evening event at \$40 each to members only. We anticipate approximately 40 people to attend.

Vicki Rose will be the event manager for the party. Menotomy Grill and Tavern will provide food for the event and will also provide bartender service. A small committee from the club is the planning group and will assist in staffing the party. All these people will be responsible for ensuring that the event runs smoothly.

Parking for the event will be available in the parking lot adjacent to the Whittemore Robbins House and on the adjacent streets.

Please advise if there are other items that we need to consider.



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/22/22 @ Robbins Library Reading Room for a Private Event

Summary:

Rhiana M. Ash

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Pauline_s_Catering_One__Day_Application.pdf	Reference

TOWN OF ARLINGTON

MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Rhiana M. Ash

Address, phone & e-mail contact information: 51A Rangeley Road, Arlington MA 02474
508-904-6354
rhiana.ash@gmail.com

Name & address of Organization for which license is sought: Pauline's Catering and Staffing

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above): Pauline Bownes

Address, phone & e-mail contact information: 61 Marion Street Natick, MA 01760,
Pauline@cateringandstaffing.com, 508-320-0506

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? No If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

No

24-Hour contact number for Responsible Manager of Alcohol Event date: Caterer Pauline Bownes 508-320-0506

Title of Event: 40th Anniversary Masquerade Ball

Date/time of Event: 10/22/22 Caterers at 5pm, Guests arrive 7pm - 11pm

Location of Event: Robbins Library

Location/Event Coordinator: Victoria Rose

Method(s) of invitation/publicity for Event: Mailed Invitations to Guest List

Number of people expected to attend: 65

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic): N/A

Will persons under age 21 be on premises? One four year old who must be accompanied by an adult at all times

beverages will be kept out of reach, and the child will be going home after making a quick appearance.

Have you consulted with the Department of Police Services about your security plan for the Event? Not personally, but our on site coordinator will be doing so.

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Officer Corey P. Radeau Date 10-6-2022

OFFICER COREY P. RADEAU
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)
wine, beer, and champagne

What types of food and non-alcoholic beverages do you plan to serve at the Event? _____
soft drinks, coffee, flavored water, regular water, juice, hors d'oeuvres (tabled and passed),
desserts

Who will be responsible for serving alcoholic beverages at the Event? The caterer's licensed bartender

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

See the attached

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Sharon Litchfield,

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Total Wine of Natick

Alcohol Serving Time (s): 7pm-10pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Pauline Bownes, the Caterer, will remove excess alcohol following the event

Date of Pick-Up: 10-22-22

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

Please see the attached Certificate of Liability Insurance.

**Please submit this completed form and filing fee to the Select Board
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: /s/Rhiana M Ash

Printed name: Rhiana M. Ash

Printed title & Organization
name: N/A

Email: rhiana.ash@mass.gov



PAULBOW-01

MKOULOPOULOS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/4/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Provider Group Fair & Yeager 10 Main Street Natick, MA 01760	CONTACT NAME:	
	PHONE (A/C, No, Ext): (508) 653-3131	FAX (A/C, No): (508) 651-0129
	E-MAIL ADDRESS: fyi@fyins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: United States Liability Insurance Company	25895
INSURED Pauline Bownes 61 Marion Street Natick, MA 01760	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			LQ1004172A	5/25/2022	5/25/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$				
	<input checked="" type="checkbox"/> LIQUOR LIABILITY		MED EXP (Any one person) \$				
			PERSONAL & ADV INJURY \$				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N		N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject to policy terms forms and conditions -- Town of Arlington is additional insured

CERTIFICATE HOLDER

CANCELLATION

Robbins Library
700 Mass Avenue
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/16/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER FAIR & YEAGER INSURANCE AGENCY INC 10 MAIN ST NATICK MA 01760		CONTACT NAME: Millie Kouloupoulos PHONE (A/C, No, Ext): (508) 653-3131 E-MAIL: milliek@fyins.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: PENNSYLVANIA MANUFACTURERS ASSOC INS INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 12262
INSURED PAULINE BOWNES 61 MARION STREET NATICK MA 01760				

COVERAGES

CERTIFICATE NUMBER: 815451

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			N/A			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			N/A			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			N/A			EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	N/A	WCMA000334800	08/05/2022	08/05/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
				N/A			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers' Compensation benefits will be paid to Massachusetts employees only. Pursuant to Endorsement WC 20 03 06 B, no authorization is given to pay claims for benefits to employees in states other than Massachusetts if the insured hires, or has hired those employees outside of Massachusetts.

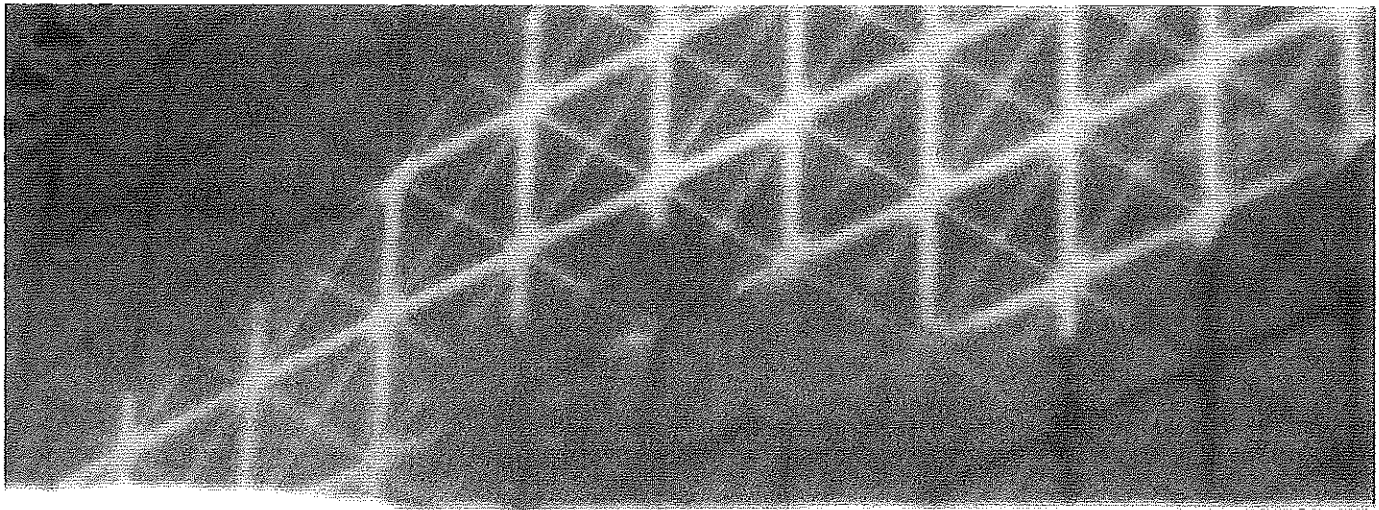
This certificate of insurance shows the policy in force on the date that this certificate was issued (unless the expiration date on the above policy precedes the issue date of this certificate of insurance). The status of this coverage can be monitored daily by accessing the Proof of Coverage - Coverage Verification Search tool at www.mass.gov/lwd/workers-compensation/investigations/.

Sole proprietor has not elected coverage.

CERTIFICATE HOLDER**CANCELLATION**

Robbins Library 700 Mass Ave Arlington MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Daniel M. Crowley, CPCU, Vice President -- Residual Market -- WCRIBMA
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•TIPS On Premise

Issued: 1/14/2019

DW: 4990781

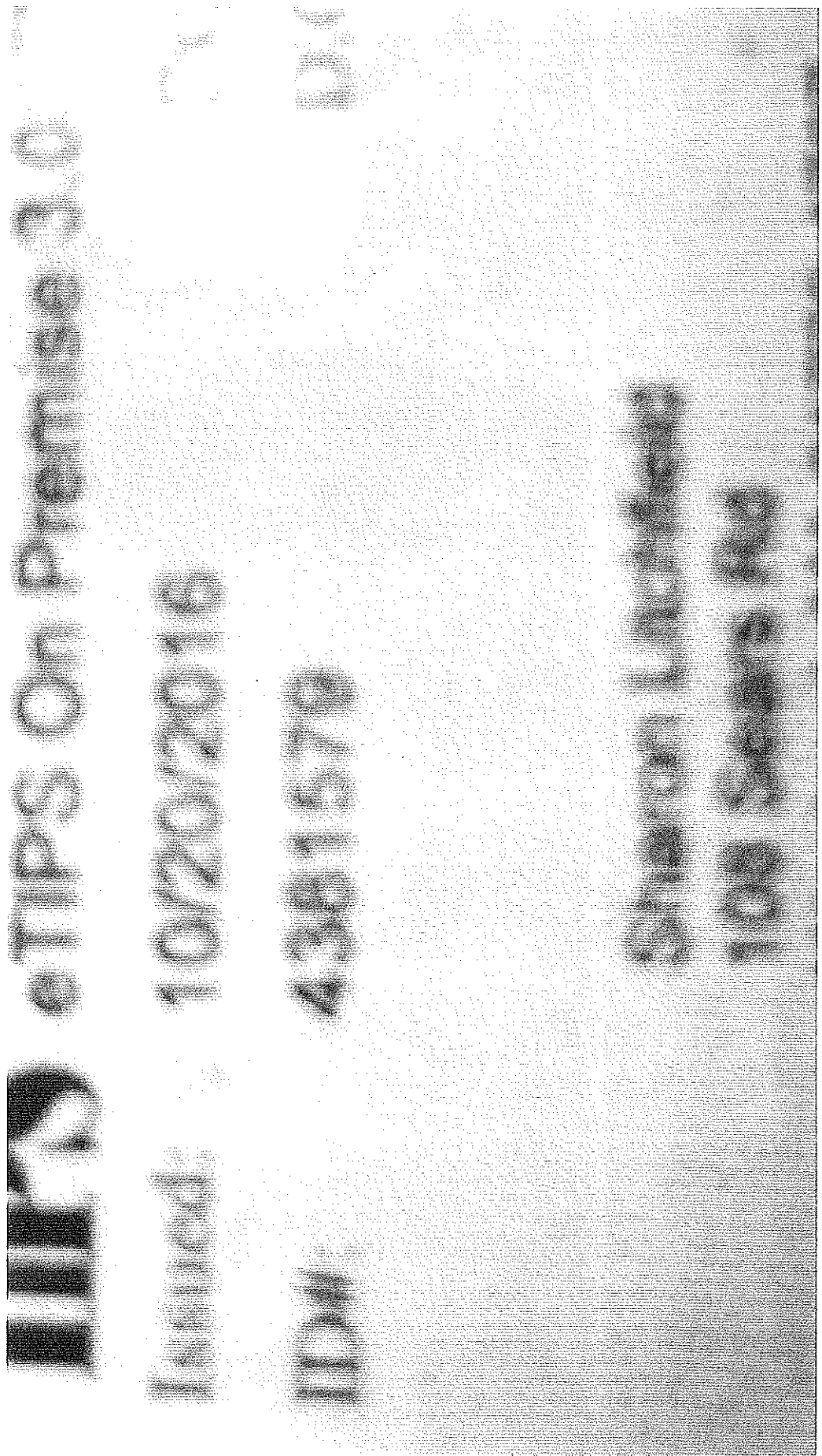
Pauline A Bownes

Elmwood Donut Inc.

Mel's Commonwealth Cafe

310 Commonwealth Rd

Wayland, MA 01778-5006



Cheese
Cut Fruit Platter
Meatballs
Veggie Platter

Fruit Infused Water

Pinwheel Platter
Spanakopita
Caprese Bites
Baked Brie and Pears
Beef Fajita Wrap
Prociutto Wrapped Melon
Grilled Chicken Teriyaki

Beverage Bar -juice, soft drinks
Coffee and Tea Service
Sangria
Champagne Fountain
Beer and Wine

Rhiana Ash
Anniversary Party
Robbins Library Reading Room
October 22, 2022
Security Plan for 40th Anniversary Masquerade Ball.

A 40th Anniversary Masquerade Ball will be held at the Robbins Library Reading on Saturday, October 22, 2022. Alcohol service will be from 7:00pm-10:30pm. A Special Liquor License Application has been submitted to the Select Board.

This is the Security Plan.

We anticipate approximately 65 guests with one child under 5 years of age.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Robbins Library Reading Room. Pauline's Catering and Staffing will be providing the appetizers and platters for this event. Pauline's Catering and Staffing will provide beverage service. The bartender will follow the rules of TIPS Certification. Pauline Bownes, Responsible Manager, Sharon Litchfield, bartender and the event coordinator are all responsible for ensuring that the event runs smoothly.

Parking for the event will be available in the Whittemore Robbins House parking lot, Robbins Library parking lot and on the side streets, as well as Massachusetts Avenue.

Please advise if there are other items that we need to consider.



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/11/22 @ Robbins Memorial Town Hall for a Private Event

Summary:

Dhruba Ghimere

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Nepalese_Dinner_One_Day_Application.pdf	Reference

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Dhruba Ghimere

Address, phone & e-mail contact information:

312 Washington Street, Wellesley, Ma. 617-818-3632, dhrubagc@yahoo.com

Name & address of Organization for which license is sought:

same _____

Does this Organization hold nonprofit status under the IRS Code? ____ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

same _____

Address, phone & e-mail contact information: _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ No _____ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one time event

24-Hour contact number for Responsible Manager of Alcohol Event date:

617-818-3632

Title of Event: Nepalese Sweet Sixteen Reception/Dinner

Date/time of Event: Friday, November 11, 2022 6:00 pm – 11:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer

Method(s) of invitation/publicity for Event: family/friends invitation

Number of people expected to attend:
175

Expected admission/ticket prices:
N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):
N/A

Will persons under age 21 be on premises? Yes- family children

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check ID's for everyone consuming alcoholic drinks

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Officer Corey P. Roteau Date 10-6-2022
OFFICER COREY P. RATEAU
Printed name/title

POLICE COMMENTS:

Request one safety detail for 150+

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

—
Beer wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Nepalese specialties/full dinner with appetizers/meal/dessert, sodas/juices

Who will be responsible for serving alcoholic beverages at the Event?

Bartenders from Singh's Café – also providing food. 10 Avon Street, Everett
Ma.

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS - attached

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc)

Kappy's Everett

Date of Delivery: Friday, November 11, 2022

Alcohol Serving Time (s): 5:30 – 10:00 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Kappy's will pick up the alcohol left over

Date of Pick-Up: Saturday, November 12, 2022

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attached

Please submit this completed form and filing fee to the Select Board

at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Dhruba Ghimere

Printed title & Organization name: _____

Email: dhrugagc@yahoo.com



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

3 October 2022

**SECURITY PLAN FOR GHIMERE/NEUPANE SWEET SIXTEEN NEPALESE
PARTY**

Dhruba Ghimere and family are holding a traditional Nepalese Sweet Sixteen party on Friday, November 11, 2022. The event is scheduled for 6:00 pm –11:00 pm at the Arlington Town Hall. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 175 people to attend.

Patsy Kraemer will be the event coordinator for the event. Singha Café from Everett will provide food and bartending service for the reception. Greg Stathopoulos will be the custodian for the event. The Ghimere family and the Neupane family will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com FAX (A/C, No):
INSURED Singha cafe Dhruba Ghimire 3 Hammersmith dr Saugus MA 01906	INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 35378

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	3DS5473-M2406177	11/11/2022 12:01 AM	11/12/2022 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.
Attendance: 250, Event Type: Birthday Party - No Charge for Admission / Invite Only.

CERTIFICATE HOLDER**CANCELLATION**

Dhruba Ghimire 730 Massachusetts ave, Arlington town hal Arlington MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Dhruba Ghimire
730 Massachusetts ave, Arlington town hal.
Arlington, MA 02476

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



eTIPS On Premise 3.0

CERTIFIED

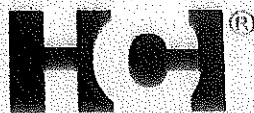
Issued: 11/16/2019

Expires: 11/16/2022

ID#: 5241003

**Dhruba Ghimire
Singh's Cafe
Ichhakamana Inc.
10 Avon St
Everett, MA 02149-1208**

For service visit us online at www.gettips.com



HEALTH COMMUNICATIONS INC.

Phone: 800-438-8477

Fax: 703-524-1487

www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____

A handwritten signature in black ink, appearing to be 'J. G. M.', is written over a horizontal line. The signature is stylized with a large, sweeping loop at the end.

From: Dhruva Ghimire <dhrubagc@yahoo.com>
To: "Patsy Kraemer Arlington Hall At 760r M." <pkraemer@town.arlington.ma.us>
Date: 08/30/2022 12:50 PM
Subject: Food permit

CAUTION: This email originated from outside of the Town of Arlington's email system. Do not click links or open attachments unless you recognize the REAL sender (whose email address in the From: line in "< >" brackets) and you know the content is safe.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.



Public Health
Prevent. Promote. Protect.
Wellesley Health Department

TOWN OF WELLESLEY HEALTH DEPARTMENT

90 Washington Street
Wellesley, MA 02481
Tel: 781-235-0135 Fax: 781-235-4685
www.wellesleyma.gov/health

PERMIT NUMBER: 2021-2022

FEE: \$725

THE COMMONWEALTH OF MASSACHUSETTS TOWN OF WELLESLEY

This is to certify that


**Singh's Café - Ichhakamana, Inc
312 Washington St
Wellesley, MA 02481**

**IS GRANTED A LICENSE TO
OPERATE A FOOD ESTABLISHMENT**

IN THE TOWN OF WELLESLEY

Effective: December 1, 2021

This license is granted in conformity with the Statutes and Ordinances relating thereto and expires NOVEMBER 30, 2022 unless sooner suspended or revoked.


Shepard Cohen, Chairman
Board of Health

Past

Sent from Yahoo Mail on Android



Town of Arlington, Massachusetts

ACAC Grants Committee (formerly Arlington Cultural Council)

Summary:

Kristin Bedard
(Term to Expire 10/30/2025)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	K._Bedard_Reference.pdf	Reference

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 6, 2022

Kristin Bedard
Arlington, MA 02476
kristinbedard@gmail.com

Re: Appointment: ACAC Grants Committee

Dear Kristin:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Thursday, October 13 at 7:15 p.m.

It is a requirement of the Select Board that you join this virtual meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Tuesday, October 11th by 4:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".


Marie A. Krepelka
Board Administrator

From: "Arlington Cultural Council" <ACCCChair@town.arlington.ma.us>
To: "Lauren Costa" <LCosta@town.arlington.ma.us>, "emily@emilyreynolds.com" <emily@emilyreynolds.com>, brianmcmurray@gmail.com
Date: 09/12/2022 10:24 PM
Subject: Kristin Bedard -- ACAC Grants Committee

Hi Lauren,

Tonight was my last ACAC Grants Committee meeting, as I'll be moving away from the area in a few weeks. I've cc'd Emily Reynolds and Brian McMurray who will be carrying the baton and using this email address. Tonight the committee voted to recommend to the Select Board that Kristin Bedard be appointed to join us. She will be a wonderful addition. I've attached her resume and letter of interest. We are looking forward to getting her appointed as soon as possible as we are running a lean committee at the moment and will appreciate having an additional voting member. Please let us know when there is a Select Board date available.

Thank you! and thank you for all your support of our committee. Brian will likely be in touch soon with questions about in person meetings.
Susan

From: Kristin Bedard kristinbedard@gmail.com 
Subject: note of intent to join the ACAC Grants Committee
Date: August 11, 2022 at 9:25 PM
To: ACC Chair accchair@town.arlington.ma.us, Corresponding Secretary arlingtonculturalcouncil@gmail.com



Hi Emily,

It was so great to meet you, Brian, and Nancy at Monday's meeting. I appreciated the opportunity to participate in a committee agenda.

As I shared in my original outreach below, and affirmed by my participation in Monday's meeting, I would be deeply honored to serve our town in this capacity. I am excited about the opportunities I can see to raise awareness of grant opportunities among community members, particularly students and members of historically marginalized populations.

I hope this committee chooses to nominate me to the Select Board.

With gratitude,

Kristin

Kristin Bedard

From: Kristin Bedard <kristinbedard@gmail.com>
Date: July 11, 2022 at 10:51:30 PM EDT
To: ArlingtonCulturalCouncil@gmail.com
Subject: interest in joining the ACAC Grants Committee

Hi Susan and team,

I was so pleased to see your call for new members. What a joy it would be to collaborate with you in your mission to make Arlington a rich, arts-filled and happening place to live, work and be.

I grew up in Arlington and moved back to town with my family last May.

I'm immensely passionate about supporting public programs in our community that promote access, education, diversity and excellence in the arts, humanities and interpretive sciences. One of my nearest and dearest friends since the third grade, Janelle Gilchrist, is a lifelong dancer and instructor. Alongside Janelle, I've had the pleasure of participating in the local arts scene for my entire life.

I would be so energized and proud to serve on this committee.

Attached please find my resume, and this is [my LinkedIn profile](#).

I sincerely appreciate your consideration and look forward to hearing from you.

Warm regards,

Kristin

Kristin Bedard

Arlington, MA 02476



Kristin
Bedard...22.pdf

Kristin Bedard

Connector • Partner • Champion

About Me

Thank you for taking an interest in getting to know me, and for considering welcoming me to your team. I am a careful listener who loves to collaborate to help bring visions to life and help make dreams fly. I'm passionate about celebrating the vibrant gifts of each individual, lifting up the underserved, and advancing equity and inclusion for all people.

Experience

I'm deeply grateful for the professional experiences I've had, beginning while a college sophomore at Boston University. In my thirteen years at The Boston Globe and Boston.com, I learned from the ground up about managing a seismic shift in business model, as newspaper advertising migrated from print to digital. From there, I immersed myself in digital disruption and the *Age of the Customer* as a member of Forrester's CMO research practice and leadership board. One of the very first playbooks the team covered when I joined in 2012 was the *TRUE Brand Compass*: how brands should be trusted, remarkable, unmistakable and essential, and the measurable ways TRUE brands thrive. From there, I grew along with our team and clients as we explored the power of exceptional customer experiences: how they're developed and nurtured, and how they help ensure growth and success. In my current role at BlueConic, our team liberates companies' first-party data from disparate systems and makes it accessible wherever and whenever it is required to transform customer relationships and drive business growth.

Director, Customer Marketing & Engagement, BlueConic

2021-current

In this new role, I am focusing on developing communications and experiences that drive loyalty, advocacy, and retention among BlueConic customers and partners. I work cross-functionally with the Marketing and Customer Success teams to design and execute programs, delivering exceptional value to our customers and partners while also aligning with company goals.

Career Journey

Intern, The Boston Globe & Boston.com

1999-2001

Production Coordinator, The Boston Globe & Boston.com

2001-2005

Associate Manager, Product & Sales Development, The Boston Globe & Boston.com

2005-2006

Participated in the management and execution of major initiatives including the launch of a print and online product for announcing weddings, engagements, anniversaries and births in The Boston Globe and on Boston.com, and strategic moves to enhance all types of classified listings in the paper, on Boston.com and on mobile devices. I advanced into this role after starting as The Globe in 1999 as a college intern and then joining the team as a full-time employee in 2001 after graduating Boston University.

Manager, Product & Sales Development, The Boston Globe & Boston.com

2006-2011

Researched and recommended new business opportunities and directed the development and launch of new products and services. Built and executed B2B and B2C marketing campaigns, including print, digital and radio executions. Key projects included launch strategy for Boston.com's Real Estate iPhone app and creating a suite of integrated advertising solutions for local independent schools. Fostered strategic partnerships with local trade associations including the Massachusetts Association of Realtors (MAR) and the Massachusetts State Automobile Dealers Association (MSADA).

Senior Manager, Product & Sales Development, The Boston Globe & Boston.com

2011-2012

Directed strategic initiatives to increase market share and diversify revenue for The Globe and Boston.com's local advertising divisions, including real estate, automotive, recruitment and classifieds, within a constantly changing competitive landscape. Championed innovative explorations to serve small and medium

businesses in new capacities, developing and presenting social media marketing client education programs, and designing new cross-media advertising packages.

Senior Advisor, The CMO Group, Forrester

2012-2013

Took the passion for marketing and technology I realized at The Boston Globe and leapt into a high profile, client-facing role within Forrester. Demonstrated transferrable skills, building exceptional relationships with clients and across Forrester's ecosystem. Drove business success in times of uncertainty. Earned confidence to take on leadership of the group within 12 months' time.

Global Council Manager, The CMO Group, Forrester

2013-2016

Supported and empowered Chief Marketing Officers of Fortune 500 brands to lead business transformation within their organizations, and navigate times of tremendous opportunity and unknown, both individually and as a peer group. Created open forums of trust. Facilitated productive discussions and workshops. Led the business with confidence, poise and discipline, amid a time of significant organizational change and product evolution. Exceeded ambitious 2015 revenue growth targets by 30%.

Director, Product Management, GateHouse Media

2016-2017

Empowered and inspired by my experiences at Forrester, I rejoined former colleagues from The Boston Globe and Boston.com at an incubated, digital marketing startup within GateHouse Media. While there, I partnered across the organization to work towards the development and activation of a modern, customer-centric sales model in 16+ of the GateHouse's largest U.S. markets including FL, IL, RI, NC and SC.

Director, Communications & Member Engagement, AISNE

2017-2021

In this new role, I partnered closely with AISNE's executive director and full team in a strategic marketing communications capacity to raise awareness for the breadth and depth of AISNE's professional development, accreditation, and family resources, while driving revenue through school memberships, professional development programs, and sponsorships.

Contributed to the strengthening and revitalization of the Association through:

- Enhanced professional development programming and student conference experiences
- Introduction of naming conventions, high-quality visuals and video assets
- Refreshed sponsorship program: healthy renewals and new business growth
- New forms of member school engagement: increased connection points and collaboration
- Streamlined and enhanced standard annual communications: renewals, contact updates, member directory (2018)
- Roll out and adoption of new, program revenue-based membership dues model (2019)
- Contributed to making the case for the investment in a fully modern, interconnected CRM (HubSpot); led and coordinated the initial configuration of the platform and activation of its marketing technology toolset (2019-20)
- Communications to support AISNE's successful merger with ISANNE (2020)
- Successful pivot to 100% virtual program delivery during COVID-19 pandemic (2020-21)
- Refreshed and expanded brand standards and color palette (2021)
- Messaging and materials to support the successful launch of a new peer benchmarking service, AISNE Pulse Points (2021)
- Design, development, and launch of a new WordPress aisne.org, featuring increased search functionality and improved presentation of core assets: Schools, Events, and Jobs (2021)

Education

Boston University, College of Arts and Sciences, Boston, MA

1997-2001

B.A. Political Science & B.A. Psychology, Cum Laude

Dana Hall School, Wellesley, MA

1993-1997

Associations & Community Activities

Dana Hall School, Wellesley, MA

Member, Alumnae Board	2004-2011
President, Alumnae Board	2011-2017
Trustee	2011-present
Professional Mentor, Girls Summer Leadership Program	2012, 2014, 2016, 2017, 2019

Newspaper Association of America (NAA)

Member	2005-2012
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Boston Interactive Media Association (BIMA)

Member	2009-2012
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Healthworks Community Fitness, Dorchester, MA

Advisory Board Member & Recording Secretary	2010-2012
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Greater Boston Chamber of Commerce

Participant, Women's Leadership Program	2010-2011
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Awards

Dana Hall School, Wellesley, MA

Distinguished Service Award	2017
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Interests

lifting up the underserved • supporting local businesses and local community events and initiatives • sustainability • programs focused on the advancement of women and girls • family • cooking • the outdoors

Contact Details

Wellesley, MA 02476 •

kristinbedard@gmail.com



Town of Arlington, Massachusetts

Arlington Affordable Housing Trust Fund

Summary:

Vicmarie Santiago

Jack Nagle

(Terms to Expire 10/31/2023)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Affordable_Housing_Trust_Reference.pdf	Reference



TOWN OF ARLINGTON
DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

MEMORANDUM

To: Arlington Select Board
From: Kelly Lynema, Assistant Director of Planning and Community Development
CC: Sandy Pooler, Town Manager
Date: October 11, 2022
RE: Appointments to Arlington Affordable Housing Trust Board of Trustees

The Arlington Affordable Housing Trust Fund (the "Trust") was established by the 2020 Special Town Meeting "to provide for the preservation and creation of Community Housing in the Town of Arlington." The Trust was approved by 93% of Town Meeting Members, and the resulting bylaw was subsequently approved by the Attorney General of the Commonwealth, as required by the state law governing municipal affordable housing trust funds.

The Board of Trustees acts on the powers set forth in M.G.L. Chapter 44, Section 55C. The bylaw governing the Trust provides for an eight-member Board, including one ex officio non-voting member appointed by the Town Manager, one member of the Select Board, at least one tenant who earns a low- or moderate-income and resides in subsidized housing and understands tenant issues, and at least two representatives of local housing organizations dedicated to the creation and maintenance of affordable housing. All voting members are residents or representatives of local housing organizations, and have experience in areas of expertise applicable to advancing the purpose and goals of the trust, such as real estate, architecture, urban planning, social services, banking, or law.

For several months, the Trust has sought to fill a vacancy for the tenant representative seat and one of the seats for a representative of a local housing organization. Trustees and staff reached out to local affordable housing providers, local community groups, and through engagement in the development of the Action Plan. Additionally, the vacancies have been posted to the Town's Committee Openings webpage and promoted through the Town's email communication and social media accounts. The Select Board appointees will complete the two-year term of the original appointees, serving until October, 2023 when the Trustees may be reappointed.

I am pleased to recommend Vicmarie Santiago to serve as the Trust's tenant representative. Ms. Santiago brings a fresh perspective to the Trust as a resident who has recently moved to Arlington; she brings more than five years of experience in project management and architectural design with a focus on historic preservation. Her email of interest and resume are attached.

Additionally, it is my understanding that the Arlington Housing Authority (AHA) has requested that Jack Nagle, Executive Director of the AHA, serve as their representative on the Trust. I am equally pleased to recommend Mr. Nagle to fill the vacancy regarding the representative of local housing organizations. He brings a depth of experience in affordable housing preservation

and modernization, as well as a deep understanding of the needs of local housing authorities and availability of and access to state resources. His resume is attached.

Finally, on behalf of the Affordable Housing Trust, I wish to express my gratitude to Mariann Donovan and Calpurnia Roberts, PhD, for their dedication to the Trust over the past year. Please contact me should you have any questions about the Trust and next steps in this process.

✓ from: **Vicmarie Santiago** <vicksanni@gmail.com>
date: 09/23/2022 12:45 PM
to: **Kelly Lynema** <KLynema@town.arlington.ma.us>, <k.kelleher76@comcast.net>

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Good afternoon, Kelly and Karen.

It was so nice to talk to both of you yesterday morning. I agree that there is a lot of work to be done in order to achieve the Arlington that we all envision. The fact that you want me to be part of your team is a privilege.

I feel this is an excellent way to contribute to and shape this community's future -the same community that my daughter will be part of. For this reason, I want to be part of the Affordable Housing Trust. Please let me know if you need anything from me to make this official.

I am looking forward to hearing from you and meeting my fellow trustees.

Gracias!

-
Vicki Santiago, AIT

100. Greater Boston Area, MA
Ph.
Email. vicksanni@gmail.com

Please consider the environment before printing / Sent from my PC

Vicmarie Santiago, AIT

Arlington, MA 02474 : vicksanni@gmail.com : (

I am a committed professional seeking an energetic and steady work environment. My genuine enthusiasm for designing, restoring, and preserving historic buildings has become relevant throughout my professional career. At the same time, I like to be aware of modern technologies and their advantages in construction, preservation, and design.

Skills:

- Bilingual Spanish/English
- Architectural Drafting
- HABS documentation
- Teamwork
- Construction Documents
- Graphic design
- Sketching
- Photogrammetry

Software:

- AutoCAD (advance)
- Sketch Up + V-ray
- Revit (basic)
- Vectorworks (basic)
- Adobe Photoshop
- Adobe Illustrator
- Windows

Portfolio +

References:

- Upon request

Education:

Boston Architectural College , Boston, Massachusetts	2022
Master of Design Studies in Historic Preservation (Honor with Distinction)	
Polytechnic University of Puerto Rico , San Juan, Puerto Rico	2012
Professional bachelor's in architecture (Magna Cum-Laude)	
Institute for Advanced Architecture of Cataluña , Barcelona, Spain	2009
Urban Design Courses	

Academic Achievements:

Edwin T. Steffian Centennial Award ; Boston Architectural College	2022
Master's Thesis Excellence – Design Studies, Historic Preservation	
Safety Assessment Certification ; AIA Disaster Assistance Committee	2013
Prepared to be on service after a natural disaster by CalEMA Safety Program	
Instructor: Arch. Michael Lingerfelt, FAIA	
Medal for Academic Excellence ; Department of Architecture, UPPR	2012
The highest honor of the Class	
Lecturer at Do.Co.Mo.Mo seminar ; Mid-career research	2009
"Recent findings about the Modern Movement." Mid-career Research	
Mentor: Arch. Jorge Rigau, FAIA	

Professional Experience:

Architectural Designer , GDG [Boston, MA]	2021
Historic Residential projects	2018
• Construction Documents – Structural, HVAC, and Electrical coordination	
• Historic landmark permit applications, 3D presentations, and as-built plans	
Architectural Millwork Drafter , Caliper Woodworking Corp. [Malden, MA]	2018
Healthcare and Laboratories Projects	2017
• Provides a detailed set of drawings and work with shop personnel	
• Project estimator, works with purchasing department on special orders	
Architectural Intern , Vazquez Associates PSC [Caguas, PR]	2016
Social Interest Housing Projects & Urban Planning	2013
• Project Design and coordination with engineering consultants	
• Design Development, Construction Documents, and Technical Specs	

Organizations:

National Council of Architectural Registration Boards, NCARB [AXP Completed]

John “Jack” Nagle

SUMMARY

Dedicated civil servant with over eleven years of professional experience through military and public service. Skilled in program analysis, customer service and administrative functions. Committed to managing resident needs.

EDUCATION

University of Massachusetts Boston, Boston, MA • May 2018

Master of Public Administration

McCormack Graduate School Outstanding Capstone Award Recipient

Pi Alpha Alpha Society Member

Assumption College, Worcester, MA • May 2010

B.A. in History and Theology

Defense Language Institute, Monterey, CA • April 2015

A.A. in French

CERTIFICATIONS & LICENSES

Massachusetts Certified Public Purchasing Official Program • 2020

Public Contracting Overview Certificate & Design and Construction Contracting Certificate

Dept. of Housing and Community Development - Facilities Management Specialist Unit • March 2020

Dwelling Unit Inspection Certificate

Massachusetts NAHRO • 2019

Massachusetts Public Housing Administrator Certificate

Commonwealth of Massachusetts – Division of Professional Licensure • June 2019

Hoisting Engineer (2A/1C)

National Association of Housing and Redevelopment Officials (NAHRO) • April 2019

Certified Public Housing Manager (C-PHM)

OSHA 10 Certification • April 2015

U.S Department of Labor

PROFESSIONAL EXPERIENCE

Executive Director

Arlington Housing Authority • Arlington, MA

12/21 – Present

- Responsible for the management and operation of a portfolio of over 1100 units from various affordable housing programs, including 713 units of State-Aided Public Housing and 427 Housing Choice Vouchers.
- Supervise over 20 administrative and maintenance staff members ensuring compliance with HUD, DHCD as well as other applicable regulations and guidelines.
- Oversee multiple capital projects working with DHCD, architects, and contractors over the course of the life of the project.
- Apply for grant funding through various local, state and federal resources to complete outstanding capital needs, fund initiatives and create new staff positions, which has resulted in over \$5 million in grant funding committed to date.

- Utilize LEAN and other energy efficiency and climate resiliency programs resulting in commitments by ABCD to complete capital projects with cost estimates over \$2 million dollars.
- Encourage Arlington Housing Authority resident feedback by working with tenant organizations and residents to resolve issues at developments, determine capital needs, and identify programs and processes that can improve resident quality of life.
- Resolve and respond to all requests, complaints and other correspondence related to public records, MCAD, reasonable accommodations, personnel, and other areas required by local, state and federal law and regulation.

Department of Transitional Assistance Chelsea TAO Advisory Board
Board Member

8/22 – Present

Interim Executive Director

Arlington Housing Authority • Arlington, MA

4/21-12/21

- Empowered by the AHA Board of Commissioners to assume the role of Interim Executive Director and Operations Manager during the Executive Director's leave of absence and transition period.
- Responsible for the management and operation of a portfolio of over 1100 units from various affordable housing programs, including 713 units of State-Aided Public Housing and 422 Housing Choice Vouchers.
- Supervised over 20 administrative and maintenance staff members ensuring compliance with HUD, DHCD as well as other applicable regulations and guidelines.
- Oversaw multiple capital projects working with DHCD, architects, and contractors over the course of the life of the project.
- Created and managed ongoing capital projects through CAPHUB, CPS, CIMS, and HAFIS.
- Encouraged Arlington Housing Authority resident feedback by working with tenant organizations and residents to resolve issues at developments, determine capital needs, and identify programs and processes that can improve resident quality of life.
- Resolved and responded to all requests, complaints and other correspondence related to public records, MCAD, reasonable accommodations, personnel, and other areas required by local, state and federal law and regulation.
- Explored and advocated for funding opportunities from outside agencies to address outstanding capital and resident needs.

MassNAHRO Board of Directors
Board Member

5/20-5/22

Property Manager

Arlington Housing Authority • Arlington, MA

11/18-4/21

- Skilled in C.H.A.M.P. and all the processes related to the waitlist and applicant screening.
- Oversaw vacancy turnover and lease up ensuring that work orders are complete, units are leased, and data is updated in HAFIS.
- Managed 220 units of State-Aided Elderly/Non-Elderly Handicap housing.
- Ensured resident safety by completing annual inspections, providing referrals and scheduling work orders.
- Proficient in PHA Web related to rent determination, work orders, inventory, inspections, and accounting.
- Scheduled conferences for households with "for cause" lease violations and coordinates with legal counsel for pre-trial procedures for tenant evictions.
- Applied to and awarded \$500,000 grant from DHCD to improve Drake Village development grounds.
- As AHA representative, coordinated with Arlington Board of Health to schedule and complete COVID-19 vaccination clinics at Senior Developments.

John “Jack” Nagle

Central Office Case Manager

11/16-11/18

Commonwealth of Massachusetts • Department of Transitional Assistance • Boston, MA

- Responded to executive staff, local office, and stakeholder requests through the completion of high priority projects.
- Mitigated error rates and identified statewide trends by reviewing cases and ensuring they are being processed properly.
- Coordinated outreach to ensure that clients receive pertinent information related to disaster relief and program initiatives.
- Determined and issued appropriate benefits in accordance with USDA, TANF and state regulations.
- Maintained assigned client caseloads, ensuring they are in accordance with applicable standards.
- Provided guidance, resources and placement assistance to help clients move towards self-sufficiency.

SNAP Eligibility and Referral Worker

11/15-11/16

Commonwealth of Massachusetts • Department of Transitional Assistance • Malden, MA

- Determined initial and ongoing eligibility for transitional assistance programs and employment services.
- Conducted interviews and issued appropriate benefit authorizations in accordance with USDA policy.
- Evaluated and monitored client cases, ensuring compliance with applicable rules and regulations.
- Trained and mentored new employees on DTA systems, policies and procedures.

Groundman

06/05 – 07/10 & 04/15-11/15

Mass Bay Electric Co. • East Boston, MA

- Aided in the assembly and installation of light poles for the city of Boston, MBTA, MASS Highway and surrounding municipalities.
- Assisted electricians and linemen with the repair and maintenance of street lighting and its related components.
- Supported local, state and federal energy efficiency initiatives by assisting electricians install LED lights on new and existing light poles.

French Cryptologic Linguist & Squad Leader

10/10 – 04/15

United States Army

- Worked as a translator for French Officers, aiding in the creation of future relations with the 66th Military Intelligence Brigade.
- Selected as a direct representative and trainer for equipment essential to fulfill NATO and foreign nation task requirements.
- Fulfilled mission requirements through the translation and analysis of foreign documents.
- Held and adhered to all protocols and training for a Top Secret, Sensitive Compartmented Intelligence clearance.
- Organized, maintained, and reviewed over 400 employee records, improving visibility and increasing efficiency while serving in an administrative position at Battalion Headquarters.
- Maintained and managed resident living quarters as the barracks manager by responding to building and unit incidences as well as serving as the main point of contact for updates, maintenance, and housing assignments.
- Supervised and mentored eight to ten junior enlisted soldiers and team leaders as their squad leader.



Town of Arlington, Massachusetts

Board of Registrars

Summary:

Rebecca Betlyon
(Term to Expire 3/31/2025)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	R._Betlyon_Reference.pdf	Reference

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 7, 2022

Rebecca Betlyon
Arlington, MA 02474
Live2ridefree@protonmail.com

Re: Appointment: Board of Registrars

Dear Rebecca:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Thursday, October 13, 2022, at 7:15 p.m.

It is a requirement of the Select Board that you join this virtual meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Tuesday, October 11 by 4:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

From: "Juli Brazile" <JBrazile@town.arlington.ma.us>
To: "Ashley Maher" <AMaher@town.arlington.ma.us>, "Lauren Costa" <LCosta@town.arlington.ma.us>, "ldiggins@gmail.com" <ldiggins@gmail.com>
Date: 09/29/2022 02:00 PM
Subject: Fwd: Board of Registrars Vacancy

Hi everyone.

This is the name and contact information for the nominee from the Republican Town Committee. She's a registered Republican, so she meets the basic requirement.

Juli

Juliana Brazile
Town Clerk
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
781-316-3071

From: JOSEPH MONJU <jmonju@msn.com>
To: Juli Brazile <JBrazile@town.arlington.ma.us>
Date: Wed, 28 Sep 2022 15:37:02 +0000
Subject: Board of Registrars Vacancy

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CAUTION: This email originated from outside of the Town of Arlington's email system. Do not click links or open attachments unless you recognize the REAL sender (whose email address in the From: line in "< >" brackets) and you know the content is safe.

Juli,

The Arlington Republican Town Committee would like to submit a candidate to fill the vacancy at the Board of Registrars:

Rebecca Betlyon

Arlington, MA 02474

live2ridefree@protonmail.com

Thank you, Joe Monju



Town of Arlington, Massachusetts

CDBG Subcommittee

Summary:

Judith Guillou
(Term to Expire 10/30/2025)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	J._Guillou_Reference.pdf	Reference

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 6, 2022

Judith Guillou
Arlington, MA 02476
judithguillou@gmail.com

Re: Appointment: CDBG Subcommittee

Dear Judith:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Thursday, October 13 at 7:15 p.m.

It is a requirement of the Select Board that you join this virtual meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Tuesday, October 11th by 4:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

From: "Ashley Maher" <AMaher@town.arlington.ma.us>
To: "Lauren Costa" <LCosta@town.arlington.ma.us>
Date: 09/28/2022 09:22 AM
Subject: Fwd: CDBG Subcommittee Appointments - 10/13 and 10/24 SB Meetings

Ashley Maher
Office of the Select Board
Town of Arlington, MA
781-316-3024

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: "Mallory Sullivan" <MJSullivan@town.arlington.ma.us>
To: "Ashley Maher" <AMaher@town.arlington.ma.us>
Date: Wed, 28 Sep 2022 08:52:07 -0400
Subject: CDBG Subcommittee Appointments - 10/13 and 10/24 SB Meetings

Hi Ashley,

There are two residents I would like to have appointed to the CDBG Subcommittee to fill the two vacancies. Based on their availability, could they be added to the agendas for these two meetings? I've also attached their application materials here.

10/13/22 - Judith Guillou

10/24/22 - Becca Persson

Thank you!
Mallory

Mallory Sullivan (she/her)
Community Development Block Grant Administrator
Department of Planning and Community Development
Town of Arlington
mjsullivan@town.arlington.ma.us
781-316-3094

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

JUDITH GUILLOU

— Arlington, MA 02476

E-mail: judithguillou@gmail.com

Experienced French-American professional with excellent communication and interpersonal skills

Energetic problem-solver and great team player with a positive attitude

PROFESSIONAL EXPERIENCE

DCF Volunteer Case Reviewer (2019 – ongoing)

- 6 to 10 commissions a month in Arlington, Lowell or online, reviewing foster care children situation
- Giving recommendations for the children's next six months and sharing resources

The Teddy Bear Club in Lincoln, MA (2020 – 2021)

- Part-time bilingual kindergarten teacher. Preschool BEC certification.

OYSTERTRACKER: Business Development in France (Jan to Oct 2019)

- Created a data base of all French suitable oyster farmers
- Published advertisement about OysterTracker application
- Organized an email campaign outreach in France using HubSpot
- Conducted 50 phone calls with potential clients
- Secured 3 partnerships in France

CONSULATE GENERAL OF FRANCE IN BOSTON: Director of Communications (June 2016 to Dec 2018)

- In charge of all external and internal communications
- Key spokesperson and media contact for the Consulate
- Coordination with local authorities on international projects such as the Lafayette Trail, One World Strong Foundation...
- Managing the organization of large conferences at Harvard on diversity and inclusion and on women's rights at Wellesley College
- Social media manager in charge of community engagement and all content creation

INTERNATIONAL SCHOOL OF BOSTON: Bilingual Teacher for adults in Boston, MA (2015 to 2016)

- **Invented and developed a new class concept** which allows French and English speakers to learn from one another as they learn a foreign language.
- I taught the bilingual conversation class for one year at ISB and still do it voluntarily for Boston Accueil

AMERICAN EXPRESS BUSINESS TRAVEL: Senior EMEA Contract Manager for Sales in Paris, France (2010–2011 – 2 years)

- **Management of a global team of 4 Contract Managers based in Europe and its budget**
- Interface with Pricing, Client Management, Senior Management, Service Delivery
- Creating trust and communication between the sales team and the legal department
- Negotiating multinational contracts covering more than 13 countries

MERCURIA ENERGY TRADING INC: Contract Manager and Compliance Officer in Chicago, IL (2008)

- Compliance review of procedures between Swiss headquarters and US subsidiaries
- Reviewing **buy and sell agreements of US crude oil under New York law**
- Preparing **resolutions of the board**, shareholders meetings, State registration, **D&O insurance policy**, pollution risk insurance...

FAURECIA Automobile industry in the Greater Detroit Area: Consultant in Toledo, OH (3-month mission in 2006)

- In charge of a full **Contract Audit** across Faurecia's **3 procurement departments in North America** (Exhaust in Toledo and Mexico, Seating in Troy, MI and Canada and Interior System in Auburn Hills, MI) in order to identify where they were at risk.

AIR FRANCE Airline industry: Senior Legal Counsel for Procurement in Paris, France (2001 – 2007)

- Negotiating face to face, drafting and closing hundreds of international contracts every year mostly written **under New York law** (Exxon Mobil, BP, GE, Coca-Cola, Kuwait Airline...)
- Proofreading of all Air France Purchase contracts with a value of more than 2,500K euros
- Creation and organization of the **procurement legal team** (drafting of the procedures, of the standard contracts per segment of related purchase, drafting of an explanatory bilingual manual for purchasers, drafting of educational legal notes)
- Drafting and promoting Air France Procurement Sustainable Development Charter addressed to Air France's suppliers around the World based on the UN Global Compact

BAZIN GROUP Real Estate: General Counsel in Paris, France (2000–2001)

- Negotiating the sale of the group to General Motors real estate branch - GMAC
- Legal secretary for all subsidiaries of the group

MOLLET-VIEVILLE Law Firm: Attorney at Law in Paris, France (1996 – 2000)

Practicing:

- European and French contract laws
- International business law and New York contract laws

MURAT ELEMENTARY SCHOOL in Paris: **English Teacher** for a class of 4th graders (1985 – 1991)

- I created a curriculum and organized games to keep them involved and engaged

VOLUNTEER POSITIONS

Boston Accueil: Group leader (2012 – ongoing)

- a non-profit organization that welcomes Francophones and Francophiles in the Greater Boston area
- Founder of the Bilingual Conversation Group which meets every other Friday morning to discuss current events
- Responsible for the Cultural Pages of the monthly magazine (research, writing and formatting)

International School of Boston: Ambassador (2012 – 2017)

- Welcome Committee, Gala Committee, Room Parent
- Public speaking, fundraising, socializing, event planning
- Chaperoned the team of students who participated twice to **Arlington Relay for Life**
- Helped with the organization of the team who participated to three editions of **Massachusetts Walk for Hunger**

Planned Parenthood League of Massachusetts: Hot-Line Counselor (2013 – 2016)

- With each caller, I discussed a wide range of health issues every week, including HIV, STI, Birth control...
- Thanks to my training, I offered objective information and the support necessary for the caller to make personal decisions.

Les Arts Florissants – William Christie (2000-2004): Secretary of the Board

- a non-profit organization of Baroque music that manages 3 million Euros per annum and organizes a music festival in Thiré, France

EDUCATION

All my degrees have been evaluated and translated by Educational Credential Evaluators (<https://www.ece.org/ECE>)

1996: French Attorney at law - joined the Paris Bar Association

1993 – 1994: BAR Exam at the Paris Attorney Law School - EFB, Ecole de Formation professionnelle des Barreaux de la cour d'appel de Paris
- <http://www.efb.fr>

1991: Master of Law degree in International Business Law (Faculty of Law University of Paris Descartes)

International Contracts, International Arbitration under ICC, International Taxation Laws, Comparative Commercial Laws (American, English, French, Arabic), Anti-Trust Laws (American and European), U.S. and Non-U.S. international trade regulations and laws <https://www.droit.univ-paris5.fr/FACULTE/Campus-de-Malakoff> -

1989: Bachelor of Arts degree with a major in French Legal Studies (Faculty of Law University of Paris Nanterre)

International Private Law, Commercial Law, Criminal Business Law, Tax Business Law, Property Law, Business and Accounting, Labor Law, Insurance and Liability Law, European Business Law
www.parisnanterre.fr -

1985: French Baccalaureate with a major in Economics

Highschool diploma at Lycée Jacques Prévert - <http://www.lyc-prevert-boulogne.ac-versailles.fr/> -

LANGUAGES and COMPUTER SKILLS

- **Bilingual in English and French** –
- Spanish: reading and writing comprehension
- MS Office proficient - Microsoft Project – SPIP - HubSpot – Slack – Outlook, Lotus Notes – Knowledge of Salesforce, PeopleSoft, Photoshop, Final Cut pro & iMovie
- Social Media savvy (official Website, LinkedIn, Facebook, Twitter, YouTube and Instagram)



Town of Arlington, Massachusetts

Update: Town Manager Search Process

Summary:

Lenard T. Diggins, Chair



Town of Arlington, Massachusetts

Update & Discussion: Potential Overnight Parking Pilot

Summary:

Lenard Diggins, Chair



Town of Arlington, Massachusetts

Request for Stop Sign on Dudley Street at Brattle Street

Summary:

Mark Weisz

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	M._Weisz_CR.pdf	Reference

-----Original Message-----

From: Mark Weisz <markbot7@gmail.com>

To: Arlington List <arlington@arlingtonlist.org>

Sent: Tue, Sep 27, 2022 9:18 pm

Subject: [arlington] No Stop Sign at Brattle/Dudley

Dear Listers,

So the other day I turn down Brattle St toward Summer and a car blows down
Dudley St right in front of me, continuing on straight over to Brattle
Court where that self-storage (or ambulance) parking lot is.

I thought, "Did that guy just drive through a stop sign?"

But as I looked, I didn't see a stop sign on Dudley. Is that really the
case?

If so, it's a glaring omission.

Wow.

-Mark Weisz

To post a message to the list, send it to arlington@arlingtonlist.org



Town of Arlington, Massachusetts

Memo Regarding Public Safety Overtime Budgets

Summary:

Sandy Pooler, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Public_Safety_Overtime_Memo.pdf	Reference



**Town of Arlington
Office of the Town Manager**

**Sanford M. Pooler
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: spooler@town.arlington.ma.us
Website: www.arlingtonma.gov**

TO: Select Board

FROM: Sandy Pooler, Town Manager *SMP*

DATE: October 11, 2022

RE: Overtime Budgets

At the last Select Board Meeting, Elizabeth Dray commented that both public safety departments have "overspent their overtime budgets" in FY22.

While this is certainly true, it is not a budget problem.

It is usually the case the both the Police and Fire Departments overspend their original overtime budgets, because both departments carry vacancies for many months during the year, while they wait for sufficient spaces to open in their respective training academies to take in new hires. During the period of such vacancies, those department often must fill slots on an overtime basis to maintain their staffing levels. This is a common and acceptable practice. It is also the case that both departments limit their total spending to their original budgets. In other words, overtime spending does not create a budget problem.



Town of Arlington, Massachusetts

Memo Regarding Status of Chestnut Street

Summary:

Sandy Pooler, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	CR_Chestnut_Street_Update.pdf	Reference



**Town of Arlington
Office of the Town Manager**

**Sanford Pooler
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: spooler@town.arlington.ma.us
Website: www.arlingtonma.gov**

Memorandum

TO: Select Board
FROM: Sandy Pooler, Town Manager *SMP*
DATE: October 11, 2022
RE: Chestnut St.

The Select Board received an email from Mr. Paul Schlichtman regarding Chestnut St., repairs to it, and proposed changes to be made to increase pedestrian safety, in light of the death of a pedestrian there.

I would like to summarize the Chestnut St. situation. The Town took action to remedy the immediate safety issues on Chestnut St. including:

1. Repairs to the sidewalk
2. Installation of crosswalk warning signs
3. Installation of No Turn on Red signs on Chestnut St., and
4. Restriping some crosswalks to improve visibility

What remains to be decided is whether to install pedestrian islands and flashing warning signs. The installation of the islands was a complicated issue. The consultants the Town hired, Stantec, will report to the Transportation Advisory Committee (TAC) on October 12 that there is insufficient room in the road to accommodate the islands. As Mr. Rademacher's comments below note, the Town had previously received comments from the state Department of Transportation about its concerns regarding these islands. The need to study the islands and finally determine if they could be installed is what caused the construction work to be delayed this summer. Now, it is planned for the spring of 2023.

All the other improvements, such as bike lanes, parking changes, and pedestrian warning lights are dependent on the final design recommendations from Stantec.

Chestnut St. presents many issues, but I am confident that Stantec's recommendations to TAC will allow the town to move forward in the next construction season to improve the there.

I have copied Mr. Schlichtman's email below and have added comments from Mike Rademacher, the DPW Director. In addition, I have copied comments from Dan Amstutz, the Transportation Planner. It is the Planning Department that oversees this project and that has hired the consulting engineers who have provided plans to the Town.

Comments from Dan Amstutz: Stantec has made a significant amount of progress on the Chestnut Street safety project. We had a meeting a couple of weeks ago to review the status of the project and in the immediate term, they are expecting to attend the October 12 TAC meeting to share the revised concept with the committee (now that they have the ground survey completed and have confirmed that the crossing islands won't fit in the project). They are drawing up the construction plans, but unfortunately it's going to be next construction season before this project can happen. We also recently received the Notice to Proceed for the MassDOT Shared Streets and Spaces grant to help pay for this project (\$143,910.56 in grant funding), which must be completed by December 2023. Stantec has done a good amount of analysis on the Mystic/Chestnut intersection that will help us think about better connections in the area and deal with that intersection, which is very challenging and difficult for people walking and biking to cross.

Paul Schlichtman email **with comments from Mike Rademacher:**

Monday, September 26 marked 1,000 days since Ann B. Desrosiers was struck and killed while crossing Chestnut Street on her way to 7:00 a.m. Mass.

One year after the Select Board asked for a study of Chestnut Street, on May 12, 2021, the Arlington Transportation Advisory Committee sent seven recommendations for short-term safety improvements to the Select Board.

They also made recommendations to study longer-term improvements to the intersections at Mystic Street and Medford Street. On July 21, 2021, the Select Board approved the Select Board recommendations. Today, three of the recommendations have been implemented, one has been partially implemented, and there has been no progress on three recommendations.

Here is a list of the actions approved by the Select Board and their current status.

1. Repair the sidewalk across the Russell Common parking lot driveway on the south side of Chestnut St. and install detectable panels on both sides of the driveway. The existing sidewalk is in poor condition (broken concrete) and not ADA compliant.

STATUS: A temporary sidewalk replacement has been completed with asphalt. A more permanent concrete replacement was to be completed during the 2022 construction season and coordinated with the repaving of the roadway. No construction has taken place in 2022.

2. Install advance crosswalk warning signs on both approaches to the crosswalks at Chestnut Terr. and Medford St. Advanced warning signs would help increase driver awareness of the crosswalks and are commonly used at other crosswalks in Arlington. This recommendation also includes moving the crosswalk sign on the south end of the Chestnut Terr. crosswalk from the east side of the crosswalk to the west side where the sign typically would be located.

STATUS: Signs installed.

3. Install “No Turn on Red” (NTOR) sign on the right turn lane from Chestnut St. westbound to Mystic St. northbound.

STATUS: Signs installed.

4. Install curb extensions on both ends of the Chestnut St. crosswalks at Chestnut Terr. and Medford St. The extensions will shorten the length of the crossings requiring less time needed for pedestrians to cross and be exposed to on-coming traffic. Temporary extensions should be implemented this year and, if successful in improving pedestrian safety without negatively impacting bicycle or vehicular operations, should be installed permanently when Chestnut St. is repaved (expected to be done in 2022).

Estimated cost for permanent implementation is approximately \$45,000 for four extensions.

STATUS: Plastic flex-posts have been placed at the Chestnut Terrace and Medford Street crosswalks.

Mike Rademacher: The design (size, location, etc.) is part of the ongoing comprehensive design.

*5. Install a five-foot center island *in the middle of the Chestnut Terr. and Medford St. crosswalks to provide pedestrian refuges in the middle of the roadway. A temporary island should be implemented this year and, if successful in improving pedestrian safety without negatively impacting bicycle or vehicular operations, should be installed permanently when Chestnut St. is repaved (expected to be done in 2022). With the recommended curb extensions and center island, there would be 15.5 feet of roadway width to accommodate vehicles and bicycles at the crosswalks. Estimated cost for permanent implementation is approximately \$10,000-\$15,000 for each island.

STATUS: Town Manager Adam Chapdelaine wrote on December 15, 2021 that the town’s intention was to have construction drawings ready for the 2022 construction season so that work can be coordinated with the planned roadway repaving work. There has been no further action on this item.

Mike Rademacher: The recommendation for these islands is what originally caused the project to pause. There is not enough room in the roadway to accommodate these as well as the other elements (parking, bump outs, bike lanes.) The MassDOT commented on this, and it is one of the reasons we decided to have a professional engineering firm develop drawings (as well as perform a ground survey to determine how much space we actually have for improvements.)

6 Install a pedestrian-activated warning signal (such as a Rectangular Rapidly Flashing Beacon - RRFB) or an automatic flashing warning signal at the Chestnut Terr. crosswalk. This would help focus drivers' attention on the crosswalk and pedestrians in it. Estimated cost is approximately \$25,000.

STATUS: Town Manager Adam Chapdelaine wrote on December 15, 2021 that "the installation of the RRFB will go forward during the 2022 construction season as part of the implementation of the other permanent improvements. It will not be contingent on the further analysis."

There has been no further action on this item.

Mike Rademacher. The location of these beacons is also dependent upon the final design currently in process.

7. Restripe Chestnut St. to include the following:

- a. 11-foot travel lanes in each direction. In conjunction with the recommended improvements in b. through d. below, this would narrow the travel way, encouraging drivers to travel at lower speeds.
- b. 7-foot parking lanes on the both sides of Chestnut Street with 4-hour parking permitted, which is typical for on-street parking throughout Arlington Center and was recommended as part of the Arlington Center Parking Study.
- c. 5-foot bicycle lanes on each side of Chestnut Street.
- d. 2-foot buffer lanes between the parking travel lane and bicycle lane on both sides of Chestnut Street.

STATUS: "No parking" signs were replaced with 4-hour parking signs. Existing striping was repainted in 2022 with none of the changes described in Item 7.

Mike Rademacher: We restriped the crosswalks for better visibility. Final roadway striping will be contingent upon the ongoing design process.



Town of Arlington, Massachusetts

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.



Town of Arlington, Massachusetts

Land Acknowledgment

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Land_Acknowledgement.pdf	Land Acknowledgment

<https://arlington.novusagenda.com/Agendapublic/CoverSheet.aspx?ItemID=11525&MeetingID=1317>

“We acknowledge that the Town of Arlington is located on the ancestral lands of the Massachusett Tribe, the tribe of Indigenous peoples from whom the Colony, Province, and Commonwealth have taken their names. We pay our respects to the ancestral bloodline of the Massachusett Tribe and their descendants who still inhabit historic Massachusett territories today.”



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board October 24, 2022

Summary:

You are invited to a Zoom webinar.

When: Oct 13, 2022 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_KaFnX1K_R_iTPmfyEH_ggg

After registering, you will receive a confirmation email containing information about joining the webinar.

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above. Documents regarding agenda items will be made available via Novus Agenda and the Town's Website.